

PLANNING DEPARTMENT  
**SPECIAL EXCEPTION**  
**SUPPLEMENTAL APPLICATION FORM**

TOWN OF HILTON HEAD ISLAND

*THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM.*

Please TYPE or PRINT legibly

NAME OF DEVELOPMENT: \_\_\_\_\_

DENSITY (UNITS/ROOMS PER NET ACRE OR SQUARE FEET PER NET ACRE): \_\_\_\_\_

SPECIFIC SPECIAL EXCEPTION USE BEING REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL OF THE FOLLOWING ITEMS MUST BE ATTACHED** IN ORDER FOR THIS APPLICATION TO BE COMPLETE. SEE LMO SECTION 16-3-1702 SUBMISSION REQUIREMENTS FOR MORE INFORMATION.

- ☐ SITE PLAN SHOWING THE PRELIMINARY PROPOSED LOCATION OF STRUCTURES OR USE, ACCESS POINTS AND WETLANDS ON THE PROPERTY.  
(8 *FOLDED* 11" X 17" SETS AND 1 FULL SIZE SET)
- ☐ A COPY OF CORRESPONDENCE SOLICITING COMMENTS FROM ANY PROPERTY OWNERS PER LMO SECTION 16-3-111-D(1) PUBLIC NOTICE REQUIREMENTS.
- ☐ INFORMATION ON TRAFFIC IMPACT OF THE PROPOSED USE.
- ☐ WRITTEN EXPLANATION OF **HOW** AND **WHY** THE REQUESTED SPECIAL EXCEPTION MEETS EACH OF THE CRITERIA LISTED IN LMO SECTION 16-3-1705 SPECIAL EXCEPTION REVIEW CRITERIA.
- ☐ LIST OF OWNERS OF RECORD TO RECEIVE NOTIFICATION (SEE NOTE 1).
- ☐ FILING FEE - \$200.00

**NOTE 1:** THE APPLICANT SHALL PROVIDE NOTICE OF A PUBLIC HEARING TO ALL LAND OWNERS OF RECORD WITHIN THREE HUNDRED AND FIFTY (350) FEET ON ALL SIDES OF THE PARCEL(S) BEING CONSIDERED FOR A SPECIAL EXCEPTION. SUCH NOTICE SHALL BE MAILED BY **CERTIFIED MAIL** THIRTY (30) DAYS PRIOR TO THE BOARD OF ZONING APPEALS MEETING. LMO SECTION 16-3-111-C. MAILED NOTICE.

**NOTE 2:** THE APPLICANT SHALL SUBMIT TO THE ADMINSTRATOR NO LESS THAN SEVEN (7) CALENDAR DAYS PRIOR TO THE MEETING AN **AFFIDAVIT OF COMPLIANCE** WITH THIS NOTICE REQUIREMENT. LMO SECTION 16-3-111-C(2). MAILED NOTICE.

**FOR OFFICIAL USE ONLY**

DATE RECEIVED: \_\_\_\_\_  
ACCEPTED BY: \_\_\_\_\_

TIME: \_\_\_\_\_  
MASTER TRACKING NUMBER: \_\_\_\_\_